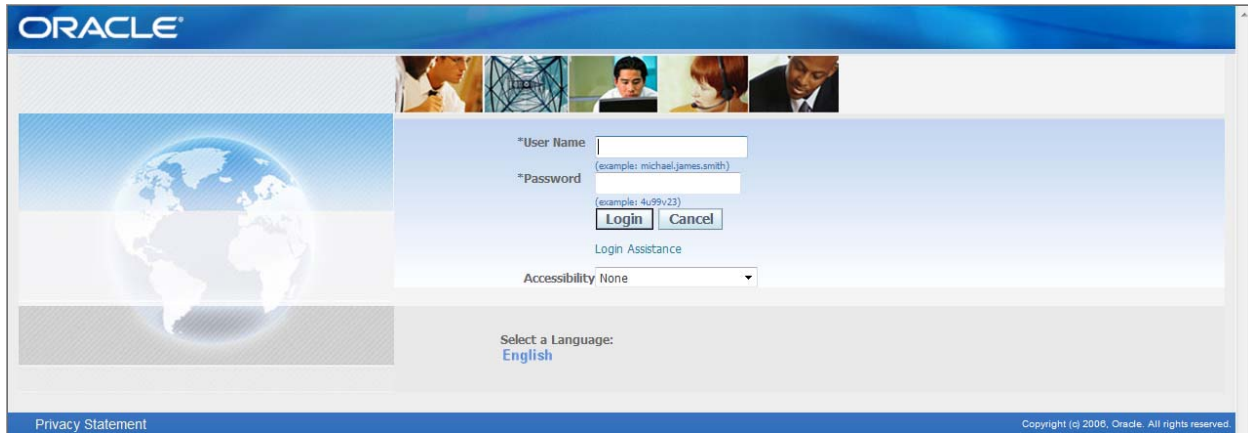


# Part IV: Oracle Line Items

## Accessing Budget Worksheets:

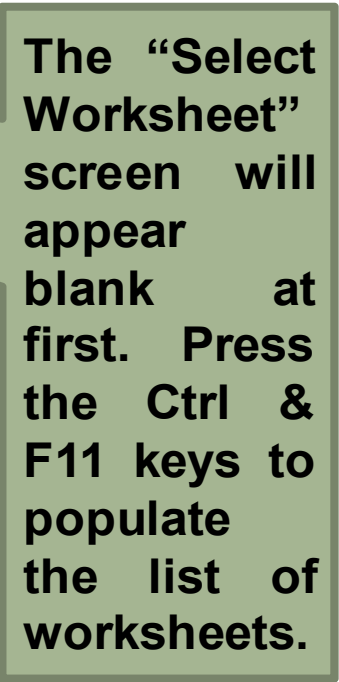
The image shows the Oracle E-Business Suite login page. At the top is the Oracle logo. Below it is a banner with several small images of people. The main area contains a login form with fields for \*User Name (with an example: michael.james.smith) and \*Password (with an example: 4u99v23). There are Login and Cancel buttons. Below the password field is a Login Assistance link and an Accessibility dropdown menu set to None. At the bottom, there is a link to Select a Language: English. The footer contains a Privacy Statement link and a copyright notice: Copyright (c) 2000, Oracle. All rights reserved.

## Sign on to Oracle



**Click on the desired worksheet.**

Each users menu will be different. Everyone identified as budget contacts should be able to view the budgets which your department is responsible for. There may be just one worksheet or multiple worksheets.



Select Worksheet

Budget Group	Worksheet	Worksheet Name	Global Worksheet Name	Submitted	Submitted By
0000 NA 3	1235	0000 NA 3 - 1235	FY 2011	<input type="checkbox"/>	
0000 NA 3	4315	0000 NA 3 - 4315	FY 2012	<input type="checkbox"/>	
0100 County Admin	1196	0100 County Admin - 1196	FY 2011	<input type="checkbox"/>	
0100 County Admin	4276	0100 County Admin - 4276	FY 2012	<input type="checkbox"/>	
0101 Board of Sup	1186	0101 Board of Sup - 1186	FY 2011	<input type="checkbox"/>	
0101 Board of Sup	4266	0101 Board of Sup - 4266	FY 2012	<input type="checkbox"/>	
0200 TREASURER	1216	0200 TREASURER - 1216	FY 2011	<input type="checkbox"/>	
0200 TREASURER	4296	0200 TREASURER - 4296	FY 2012	<input type="checkbox"/>	
0300 ASSESSOR	1166	0300 ASSESSOR - 1166	FY 2011	<input type="checkbox"/>	
0300 ASSESSOR	4246	0300 ASSESSOR - 4246	FY 2012	<input type="checkbox"/>	
0500 RECORDER	1212	0500 RECORDER - 1212	FY 2011	<input type="checkbox"/>	
0500 RECORDER	4292	0500 RECORDER - 4292	FY 2012	<input type="checkbox"/>	

Status Operations Distribute Open

To enter into the worksheet, click on the blue/gray box next to that worksheet (Budget Group) and click Open.

Each user's worksheet screens will be different. You may have one worksheet or multiple worksheets depending on the number of budgets administered by your department.

Each budget will have two worksheets: one for the current year and one for the new year. Please remember to open the worksheet for the new year.

**Worksheet Summary**

Budget Group	0000 NA 3	0000 NA 3
Worksheet	4315	0000 NA 3 - 4315
Extract		
Base Worksheet	3245	FY 2012
Created on	01-03-2011	Created by JFLORY
Submitted on		Submitted by
Description	Created from the worksheet 3245 for budget group YUMA COUNTY BUDGET GROUP HIERARCHY	

[ ]

[Service Package](#) [Line Items](#) [Data Selection](#)

**The “Worksheet Summary” page opens up.  
First, you will want to click**

[Data Selection](#)

**Data Selection**

Budget Group: 0000 NA 3      0000 NA 3  
Worksheet: 4315      0000 NA 3 - 4315

☐ Global Profile

Selection Conditions    Year Profile    Service Package Profile

Stage: BOS Adopted    Segment Order: Order by FUND

**Budget Stages**

Find %

Stage	Sequence
Initial	10
<b>Department Baseline</b>	<b>20</b>
BRT Baseline	30
Department Request	40
BRT Recommended	50
BOS Tentative	60
BOS Adopted	70

Find    OK    Cancel

**This is where the stage of the budget is determined. Click on the drop down feature at the “Stage” cell.**

**Remember to change the stage to reflect the current stage.**

File Edit View Folder Tools Window Help

Select Worksheet

Worksheet Summary

Data Selection

Budget Group 0000 NA 3 0000 NA 3

Worksheet 4315 0000 NA 3 - 4315

☐ Global Profile

Selection Conditions Year Profile Service Package Profile

Stage Department Baseline

Template

Years Selected

Service Packages Selected

Account Type All

Agency Type Currency

Segment Order

Order by FUND

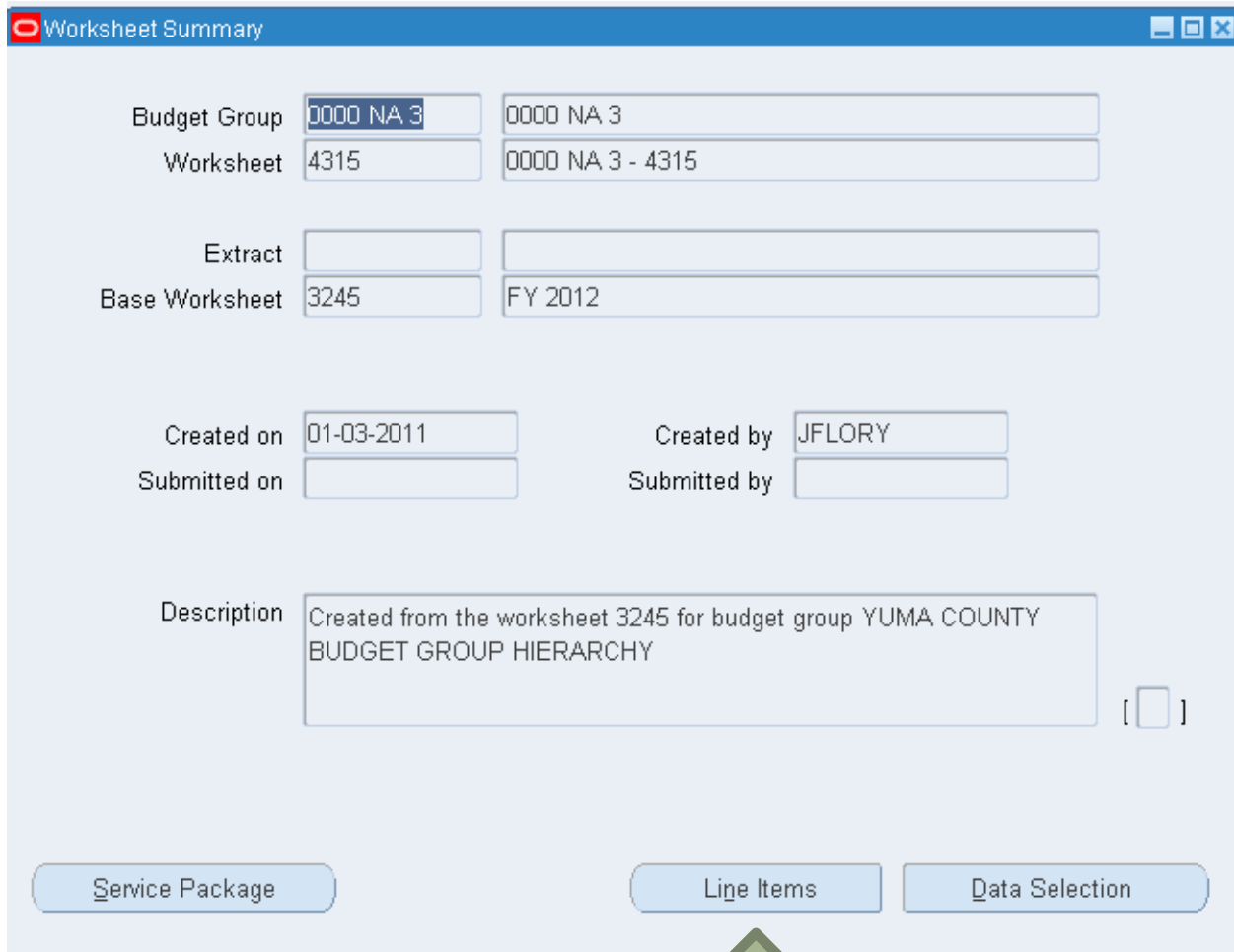
Then by DEPARTMENT

Then by OBJECT

**Save your work. Then exit out of the “Data Selection” page to get back to the “Worksheet Summary”.**

**Next, in the “Segment Order” section, click on the “Order by” cell. A drop down listing of segments appears so you may select the order in which you want to view your data. The “Account Segments” listing appears when you click on each of the sections. Insert the following segments in each cell.**

## Line Item Entry:



The screenshot shows a window titled "Worksheet Summary" with a blue header bar. The window contains several input fields and buttons. The "Budget Group" field is set to "0000 NA 3" and the "Worksheet" field is set to "4315". The "Extract" field is empty, and the "Base Worksheet" field is set to "3245". The "Created on" field is set to "01-03-2011" and the "Created by" field is set to "JFLORY". The "Submitted on" field is empty, and the "Submitted by" field is empty. The "Description" field contains the text "Created from the worksheet 3245 for budget group YUMA COUNTY BUDGET GROUP HIERARCHY". At the bottom of the window, there are three buttons: "Service Package", "Line Items", and "Data Selection". A green arrow points from the "Line Items" button to a green box containing text.

Budget Group	0000 NA 3	0000 NA 3
Worksheet	4315	0000 NA 3 - 4315
Extract		
Base Worksheet	3245	FY 2012
Created on	01-03-2011	Created by JFLORY
Submitted on		Submitted by
Description	Created from the worksheet 3245 for budget group YUMA COUNTY BUDGET GROUP HIERARCHY	

[ ]

Service Package Line Items Data Selection

**To view and make changes to your department's line item budget, click**

Worksheet Lines

Budget Group: 1600 GENERAL 1600 GENERAL GOVERNMENT

Worksheet: 186 1600 GENERAL GOV - 186 Stage: Department Baseline

☐ Budget Years ☒ Budget Periods

Earliest: 2003 First: 2003 Last: 2010

Account	Service Package	2005 Actual	2005 Encumbrance	2005 Estimate	
00100.00.1600.36010.00000.00	BASE	0.00	0.00	0.00	30
00100.00.1600.39070.00000.0000	BASE	0.00	0.00	0.00	
00100.00.1600.39090.00000.0000	BASE	2,841.00	0.00	-22,841.00	
00100.00.1600.40110.00000.0000	BASE	0.00	0.00	1,265,900.00	1,45
00100.01.1600.40210.00000.0000	BASE	0.00	0.00	0.00	
00100.01.1600.40211.00000.0000	BASE	0.00	0.00	0.00	
00100.01.1600.40220.00000.0000	BASE	0.00	0.00	0.00	
00100.01.1600.40230.00000.0000	BASE	0.00	0.00	0.00	
Total		3,183.00	0.00	-3,105,350.00	-11,14

Account Description: GENERAL FUND.GENERAL REVENUES.GENERAL GOVERNMENT.INTEREST ON INVESTMENTS.N/A.N/A.N/A

Period Amounts Regalculate Standard Budget Items Revise Projections

Type Ctrl and F11 to display line item data. This takes you to the “Worksheet Lines” page. Here you can view actual activity and budget activity. This worksheet opens to the first columns which are grayed out. If you scroll to the right, you will see the budget columns which are white. This is where you will make any adjustments to your current year estimates and next years Budget.

The Current Year Estimate values currently appearing in this field for non-personnel lines are simply year-to-date amounts. You will need to change these values to your best estimate of what the total 12 month expenditure (or revenue) will be for the Current fiscal year.



File Edit View Folder Tools Window Help

Select Worksheet

Worksheet Summary

Worksheet Lines

Budget Group YUMA COUNTY YUMA COUNTY BUDGET GROUP HIERARCHY

Worksheet 3245 FY 2012 Stage BOS Adopted

☒ Budget Years
 ☐ Budget Periods

Earliest 2009 First 2009

Account	Service Package	2009 Budget	2009 Actual	2009 Encumbrance
00100.00.0000.30110.00000.0000	BASE	0.00	19,508,404.00	0.00
00100.00.0000.30120.00000.0000	BASE			
00100.00.0000.30130.00000.0000	BASE			
00100.00.0000.30140.00000.0000	BASE			
00100.00.0000.30150.00000.0000	BASE			
00100.00.0000.30160.00000.0000	BASE			
00100.00.0000.30170.00000.0000	BASE			
00100.00.0000.30310.00000.0000	BASE			
00100.00.0000.30315.00000.0000	BASE			
00100.00.0000.30320.00000.0000	BASE			
Total				

Account Description  
GENERAL FUND.GENERAL REVENUES.G

Find Accounts

Low High

FUND

FUNCTION

DEPARTMENT

OBJECT

INTERFUND


FUTURE1

FUTURE2

OK Cancel Clear Help

Isolate the Parameter that you want to view and click

Once you are satisfied with your Departments Baseline budget, save your worksheet, and exit out of Oracle. Submit any line item forms to the Budget department and notify the Office of Management & Budget that you have completed your baseline budget.

If you want to request budget in a line item that does not exist in your worksheet you will need to manually enter in the account number you want. This is done by clicking  button at the top left corner of your toolbar. This will insert a blank row into your worksheet and you may enter the new request.

If you just want to look at a particular fund in your department, you can bring up that fund by clicking on the flashlight.

## Printing Line Item Reports:

**File** Edit View Folder Tools Window Help

New  
Open  
Save  
Save and Proceed  
Next Step  
**Export**  
Place on Navigator  
Log on as a Different User...  
Switch Responsibility...  
Print...  
Close Form  
Exit Oracle Applications

Budget Group: YUMA COUNTY YUMA COUNTY BUDGET GROUP HIERARCHY  
Worksheet: 3245 FY 2012 Stage: BOS Adopted

☒ Budget Years  
☐ Budget Periods

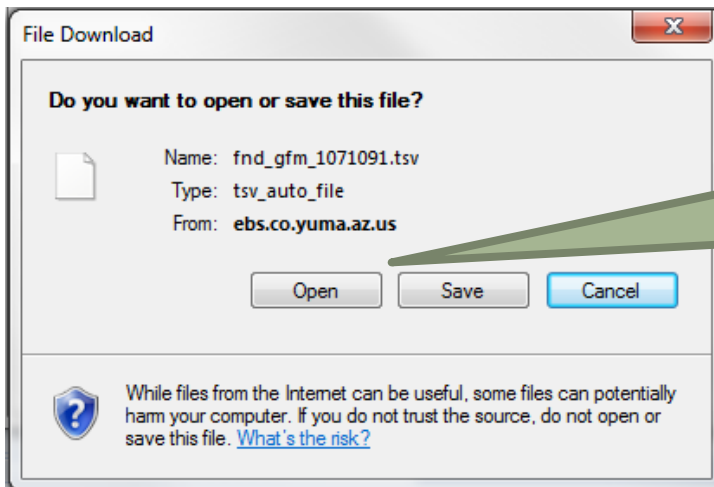
Earliest: 2009 First: 2009 Last: 2012

Service Package	2009			2010	
	Budget	Actual	Encumbrance	Budget	Actual
00100.00.0000.30110.00000.0000 BASE	0.00	19,508,404.00	0.00	20,820,522.00	20,551,870.00
00100.00.0000.30120.00000.0000 BASE	0.00	371,556.00	0.00	0.00	565,666.00
00100.00.0000.30130.00000.0000 BASE	0.00	7,105.00	0.00	0.00	104.00
00100.00.0000.30140.00000.0000 BASE	0.00	-137.00	0.00	0.00	-48.00
00100.00.0000.30150.00000.0000 BASE	0.00	88.00	0.00	0.00	236.00
00100.00.0000.30160.00000.0000 BASE	0.00	43.00	0.00	0.00	155.00
00100.00.0000.30170.00000.0000 BASE	0.00	-102.00	0.00	0.00	140.00
00100.00.0000.30310.00000.0000 BASE	0.00	773,320.00	0.00	550,000.00	866,782.00
00100.00.0000.30315.00000.0000 BASE	0.00	-5,887.00	0.00	0.00	-8,631.00
00100.00.0000.30320.00000.0000 BASE	0.00	108,810.00	0.00	0.00	128,412.00
<b>Total</b>	0.00	-31,876,360.00	0.00	1,144,755.00	-8,941,047.00

Account Description: GENERAL FUND.GENERAL REVENUES.GENERAL REVENUE/EXPENSE.REAL/PERSONAL PROPERTY TA.N/A.N/A

Period Amounts Regalculate Standard Budget Items Revise Projections

**If you would like to print out your line item worksheet, you will need to export them to Excel. When you are in the “Worksheet Lines” screen, go to File→Export.**



**The download screen will appear. Select Open.**

**Your data will open in Excel and you can format it to suit your needs. If you have any problems printing your line item reports, please call the Office of Management & Budget and we will be happy to assist you.**

Account																
1	Account	Service Pa	2009 Budg	2009 Actu	2009 Encu	2010 Budg	2010 Actu	2010 Encu	2011 Budg	2011 Actu	2011 Encu	2012 Estin	2012 Estin	Unassigned	Year	Amount
2	00100.00.3	BASE	0	24	0	0	0	0	0	170	0	170	170	0		
3	00100.02.3	BASE	0	55395	0	99020	38932	0	72029	35186	0	46902	95030	0		
4	00100.02.3	BASE	0	0	0	0	0	0	0	0	0	1995	0	0		
5	00100.02.3	BASE	0	3434	0	6139	2396	0	5892	2140	0	2986	5892	0		
6	00100.02.3	BASE	0	803	0	1436	560	0	1378	500	0	695	1378	0		
7	00100.02.3	BASE	0	5234	0	9308	3177	0	9361	3353	0	4554	9608	0		
8	00100.02.3	BASE	0	3733	0	6585	3221	0	6648	3601	0	3878	13296	0		
9	00100.02.3	BASE	0	29	0	48	14	0	50	16	0	24	38	0		
10	00100.02.3	BASE	0	77	0	124	34	0	148	50	0	62	148	0		
11	00100.02.3	BASE	0	121	0	216	85	0	207	77	0	107	207	0		
12	00100.02.3	BASE	0	2823	0	4577	1158	0	0	1290	0	1720	3441	0		
13	00100.02.3	BASE	0	3438	0	5227	81	0	5227	890	0	1452	1452	0		